



OrganicFarmNZ

PROPERTY MANAGEMENT PLAN & PEER REVIEW FORM

SECTION A: APPLICANT AND PROPERTY DETAILS

A1 THE APPLICANT(S)

A1.1	Name(s)	
A1.2	Name of Property/Business	
A1.3	Property Address including RD number and postcode	
A1.4	Postal Address (if different from above)	

A1.5	<p>Contact Details</p> <p>Phone:</p> <p>Phone (mob):</p> <p>Mobile:</p> <p>Email:</p> <p>Website:</p>	
------	---	--

A2 THE PROPERTY

A2.1	OrganicFarmNZ Producer number	
A2.2	OrganicFarmNZ Regional Body:	
A2.3	<p>Are you a member of a Pod?</p> <p>If 'Yes', enter name of the Pod:</p> <p>If 'No', would you like to:</p> <p>(a) be a member of a Pod?, or</p> <p>(b) remain an individual grower?</p>	
A2.4	<p>Current Certification Status:</p> <p>Expiry date of current certificate:</p>	
A2.5	Total area of property (hectares):	
A2.6	<p>Partial Certification</p> <p>Is the entire property or part only to be organically certified?</p> <p>Total area to be certified:</p>	

A22.7	Brief description of nature of business/enterprise:	
-------	---	--

SECTION B: THE PROPERTY: LOCATION, LAND USE, HISTORY, VISION, MANAGEMENT PRACTICES

B1	Location Map	Applicant	Pod Review	CM	Auditor
B1.1	Attach Property Location Map				
B2	Land Use Map				
B2.1	Attach Land Use Map				

B3 History (prior to applying for certification)		Applicant	Pod Review	CM	Auditor
B3.1	How long have you owned/managed this property?				
B3.2	Describe any past land use and management of the property that you know of, especially in the five years before you took over:				
B3.3	Do any of the use or management practices mentioned in B3.2 potentially affect the property's potential for organic certification ?				
B3.4	Have prohibited inputs been used on the property in the last three years? If 'yes' or unsure of the status of an input, list the products and years of use				

B3.5	Have restricted inputs been used on the property in the last three years? If 'yes' or unsure of the status of an input, list the products and years of use				
B3.6	When did you begin conversion towards 'organic' management of this property?				
B3.7	Have you previously held organic certification? If 'yes' with whom, what years and what level of certification acquired?				
B3.8	Have you been declined application for certification? If 'yes' provide particulars				
B3.9	Have you been certified and your certification cancelled? If 'yes' provide particulars				

B4	Personnel; Long Term Aims	Applicant	Pod review	CM	Auditor
B4.1	Name the person(s) responsible for the day-to-day management of the property:				
B4.1	What sources do you use for information, advice, and education on organics/natural farming practices?				
B4.2	What methods do you employ to ensure workers (temporary and				

	permanent) do not compromise the organic integrity of the property?				
B4.3	What are your long-term goals for the organic management of the property?				
B4.4	Do you have access to the current BioGro Organic Standards at all times?				
B4.5	Have you read the current BioGro Organic Standards?				
B4.6	Do you need clarification of the BioGro Organic Standards in any way in regard to your property or management?				
B4.7	Do you understand the certification process in the BioGro Organic Standards and the OrganicFarmNZ Operational Guidelines?				
B4.8	Are there other income generating or hobby activities carried out on the property by yourself or other persons that might influence your organic production?				

B5	Land Management Issues	Applicant	Pod Review	CM	Auditor
-----------	-------------------------------	------------------	-------------------	-----------	----------------

B5.1.1	Are there any sources of possible contamination of your property?				
B5.1.2	Describe what you have done to reduce possible contamination of your property from activities carried out on neighbouring properties/adjoining public land?				
B5.1.3	Describe the water catchment of the property.				
B5.1.4	Name all sources of water used on the property for irrigation, livestock, washing crops and machinery, food processing and ingredient in processed food.				
B5.1.5	Have you had any water tests conducted on any of the water sources listed in above, and if so, provide particulars? Does the water used in food washing and food processing comply with the Food Act?				
B5.1.6	Describe any possible effects the source of any water might have on the quality of the water used on the property.				
B5.1.7	Describe any erosion or other soil problems you may have on the property and how you are managing them.				

B5.1.8	List any persistent weeds, pests or diseases (plant and animal) that affect your property and outline the methods you use to manage these.				
B5.1.9	Outline any compulsory Government or Regional Council pest or weed control measures on your property				
B5.1.10	Describe any wild or natural areas on your property, how these are protected and/or enhanced, and how they contribute to the overall biodiversity of your operation.				
B5.1.11	Are there any important cultural, archaeological or wāhi tapu sites on your property? If 'Yes', what are they and how are they maintained and/or protected?				

B5.2 Land Management Practices		Applicant	Pod Review	CM	Auditor
B5.2.1	Describe the methods you use to develop and maintain soil structure				

B5.2.2	Describe the methods you use to build soil fertility				
B5.2.3	Has your soil been tested for heavy metal, DDT, DDE or other contamination If 'Yes', list the type and date of test and by whom done				
B5.2.4	Describe the methods you use to develop and maintain pasture health and diversity .				
B5.2.5	Describe the methods you use to develop and maintain a healthy orchard environment				
B5.2.6	Describe how you are ensuring adequate biodiversity within production areas and on the property generally.				
B5.2.7	Describe how water is used on your property.				
B5.2.8	Have you created a defined quarantine area on your property?				
B5.2.9	List all machinery used on the property and indicate whether it is dedicated 100% to organic use on the property				
B5.2.10	Describe machinery clean-down and reporting procedures for all non-dedicated machinery and				

	contractors' machinery used on the property.				
--	--	--	--	--	--

B5.3 Land Management Activities		Applicant	Pod Review	CM	Auditor
B5.3.1	Give details of your main crop rotations				
B5.3.2	Give brief details of your rotation and other grazing practices for all livestock types				
B5.3.3	Describe how you ensure your livestock receive an appropriate and balanced diet . Include details of supplementary feeds.				
B5.3.4	For any livestock feed not-certified, provide particulars of derogations and non-GMO declarations				
B5.3.5	Give details of any food processing undertaken on your property of products for sale, for which you require organic certification.				
B5.3.6	List any crops or products packed on-farm If 'Yes', describe the types of packaging used If reusable packaging is used, how				

	is it cleaned?				
--	----------------	--	--	--	--

SECTION C: THE CURRENT YEAR ('this year') – [date] to [date]

C1.1	Changes to Sections B	Applicant	Pod Review	CM	Auditor
	List (if any) any changes you have made this year to the information provided in Section B of this Property Management Plan?				

C1.2	CARS from last year	Applicant	Pod Review	CM	Auditor
	List (if any) corrective actions required as a result of last year's certification round? Provide details of corrective actions achieved ; and Provide details of corrective actions not yet achieved , and reasons.				

C1.3	Short-term goals	Applicant	Pod review	CM	Auditor
	Provide a brief account of the short term goals achieved for the property for this year, including reference to the long term goals mentioned in B4.3 above and to the short term goals mentioned in your last Property Management Plan.				

--	--	--	--	--	--

C2 Personnel		Applicant	Pod review	CM	Auditor
C2.1	If there is more than one property manager listed in Section B4.1, who will be present at the Peer Review?				
C2.2	The Applicant confirms their statements in Clauses B4.4, B4.5 and B4.7 above that they have access to, have read and understand the current BioGro Standards and OrganicFarmNZ Operational Guidelines at all times				
C2.3	Provide particulars of any consultants or other advisers to help with the organic management of your property this year?				
C2.4	Provide particulars of any contractors used on your property this year?				

C3 Property Management		Applicant	Pod Review	CM	Auditor
C3.1	Comment on the effectiveness of any buffer zones this year				
C3.2	Give particulars of any prohibited inputs used on the property this year				
C3.3	Give particulars of any prohibited				

	inputs stored on the property this year				
C3.4	Give particulars of any restricted inputs used on the property this year				
C3.5	What recording system do you use for recording off-site inputs ?				
C3.6	List any instances where machinery clean-down procedures have not been used this year.				
C3.7	List any issues arising from water discharge from clean-down and crop washing on the property this year				
C3.8	List any issues with soil erosion, compaction or pugging this year				
C3.9	What has been done this year to preserve or enhance biodiversity on the property?				

C4 Produce, products		Applicant	Pod review	CM	Auditor
C4.1	List the produce you want to appear on the Organic Produce Certificate issued by OrganicFarmNZ				
C4.1	List all crops/products/livestock being produced on the property this year.				
	Certified produce for sale				

	Uncertified produce for sale			
	Other produce/livestock not for sale			

C5 PRACTICES		Applicant	Pod Review	CM	Auditor
C5.1	List any soil fertility tests conducted this year				
C5.2	Compare this year's soil test results with previous year/s				
C5.3	Describe any management practices used this year (in addition to those described in B5.2.1) to improve soil health and productivity				
C5.4	Comment on the compost made this year				
C5.5	List any green crops, cover crops and areas fallowed this year				
C5.6	List nutrient or pest/disease management sprays or other applications used this year				
C5.7	List any pest or disease problems this year and describe the treatments or practices used to mitigate the problems				

C5.8	Provide details of the seeds used this year				

C6 Livestock on Property this year		Applicant	Pod review	CM	Auditor
C6.1	List particulars of all livestock on the property this year				
C6.2	Provide details of livestock quarantined on the property this year				

C7 Other information		Applicant	Pod Review	CM	Auditor
	Is there any additional information that you think is relevant to this Property Management Plan?				

Applicant's Privacy Act Authorisations and Declaration

Privacy Act 1993 Authorisations

I/We authorise OrganicFarmNZ (including its regional bodies) to:

- (a) Collect from, and disclose to, any person ("**person**") information in connection with this Property Management Plan for the purpose of assessing this Plan and my/our application for certification; and
- (b) Disclose to any person whether or not I/we have been granted certification from OrganicFarmNZ and/or the products in which we have been granted certification.

I/We also authorise each person to provide any information about me/us to OrganicFarmNZ which OrganicFarmNZ may require in connection with assessing this Property Management Plan.

I/We understand that, under the Privacy Act 1993, I/we may have rights of access to, and correction of, personal information held by OrganicFarmNZ about me/us.

I/We hereby declare that:

- (a) The information provided by me/us in this Property Management Plan:
 - (i) is true, accurate and complete;
 - (ii) is not false or misleading in any respect; and
 - (iii) represents my/our processes, inputs and outputs in the business or property which is subject to this application for certification; and
- (b) I/we have disclosed to OrganicFarmNZ all information that has reasonable bearing on whether or not OrganicFarmNZ will grant me/us certification.

By submitting this Property Management Plan, I/we agree to accept and be bound by OrganicFarmNZ's *Compliance Procedures* and *Operational Guidelines* (as may be amended from time to time).

OrganicFarmNZ reserves the right, at any time, to terminate any certification given by OrganicFarmNZ if I/we:

- (a) Have withheld any information from, or given false or misleading information in, or in connection with this Property Management Plan; or
- (b) Fail to comply with OrganicFarmNZ's *Compliance Procedures* and *Operational Guidelines*.

Signed by the Applicant:

Date:

Pod Peer Review

Date of Pod Review:

Corrective Actions Required						
Clause #	CAR #	Corrective Action to be taken				By When?
What level of certification is this Pod recommending?		Nil	C0	C1	C2	Full
Recommendations & Comments						

--

Pod Leader	
Pod Reviewer	
Pod Members	
Pod Members present at review	

Signed by the Pod Members present:

Audit

Date of Audit:

Corrective Actions Required						
Clause #	CAR #	Corrective Action confirmed/to be taken				By When?
What level of certification is the auditor recommending?		Nil	C0	C1	C2	Full
Recommendations & Comments						

--

Auditor	
---------	--

Signed by the Auditor:

Certification Committee Decision

Date of Certification Committee Meeting/Decision:

Corrective Actions Required						
Clause #	CAR #	Corrective Action confirmed/to be taken				By When?
What level of certification decided?		Nil	C0	C1	C2	Full
Recommendations & Comments						

Certification Committee Members:	
----------------------------------	--

Signed by the Certification Manager: